Provider Services Credentialing Specialist

| Only open to candidates residing in California | Opportunity to make a difference in your community | Position not eligible for sponsorship |

General Description
Health Plan of San Mateo (HPSM) is seeking a dedicated and detail-oriented Provider Services Credentialing Specialist to join our team. In this crucial role, you will serve as the focal point for HPSM’s credentialing process to outside parties, ensuring that contracted providers maintain compliance with HPSM’s credentialing requirements. If you have a keen eye for detail, exceptional organizational skills, and a commitment to maintaining high standards, we want to hear from you.

Duties & Responsibilities

Essential Functions:
• Research, analyze, and evaluate credentialing applications, ensuring all relevant information has been submitted; distribute and receive applications.
• Track and monitor credentialing applications for adherence to timelines.
• Enter demographic and credentialing information into credentialing software accurately and in a timely manner.
• Maintain up-to-date knowledge of HPSM’s credentialing policies and procedures, ensuring thorough and expedient processing of applications and reapplications.
• Create and construct files; prepare files for review.
• Assemble relevant data and prepare scheduled and ad-hoc reports as needed.
• Ensure re-credentialing of providers according to policies and procedures.

Secondary Functions:
• Continuously improve the credentialing process.
• Make recommendations on improvements to credentialing policies and procedures based on experiences and evolving regulatory requirements.

Requirements
These are the qualifications typically needed to succeed in this position. However, you don’t need to meet every requirement to apply.

Education and experience
• Two (2) years of work in a clerical/administrative function in a health services/managed care setting.
• Bachelor’s degree in an appropriate health or business field and credentialing experience preferred.

Knowledge of:
• Proficiency in Microsoft Office Suite applications, including Outlook, Word, Excel, and PowerPoint.
• Familiarity with Medi-Cal and Medicare preferred.

Ability to:
• Work cooperatively with others and support team decisions.
• Communicate effectively, both verbally and in writing.
• Adapt to changes in requirements/priorities for daily and specialized tasks.
• Compile, verify, and follow up on information.
• Learn the credentialing process and software quickly.
• Organize/prioritize tasks and deliver results within set deadlines.
• Attend meetings outside of regular work hours as necessary.

Certification:
• CMSC/CPCS certification is a plus, but not required.

Salary and benefits

The starting salary range is $24.30-$31.59/hour, depending on the candidate’s work experience.

Excellent benefits package includes:
• HPSM-paid premiums for employee’s medical, dental and vision coverage (employee pays 10% of each dependent’s premiums)
• Fully paid life, AD&D and LTD insurance
• Retirement plan (HPSM contributes equivalent of 10% of annual compensation)
• 12 paid holidays a year, 12 paid sick days a year and paid vacation starting at 16 days a year
• Tuition reimbursement plan
• Employee wellness program

To apply, submit a resume to careers@hpsm.org.

It is HPSM’s policy to provide equal employment opportunity for all applicants and employees. HPSM does not unlawfully discriminate based on race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, veteran status, registered domestic partner status, genetic information, gender, gender identity, gender expression, or any other characteristic protected by applicable federal, state, or local law. HPSM also prohibits discrimination based on the perception that an applicant or employee has any of those characteristics or is associated with a person who has or is perceived to have any of those characteristics.